



# FOOD SCOOP

“A Michigan Food & Nutrition Program Edition”

**April, 2002**

Issue No. 8

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### NEED ASSISTANCE CALL:

School Meals Program	(517) 373-3347
Food Distribution	(517) 373-8642
Fiscal Reporting	(517) 373-0420
Child & Adult Care Food Program	(517) 373-7391
Fax Number	(517) 373-4022





**Food For Thought**

## **MEIS SCHOOL MEALS SECURITY ACCESS FORM**

We are currently in the process of updating all Security Access Forms for the School Meals Program claim form (SM-4012-SL) on MEIS. It is imperative that the security for this system be maintained as federal funds are issued relative to the data submitted on the claim form. Letters are mailed to the superintendents and authorized officials of all school districts and agencies participating in the Program. A School Meals Security Access Form is included in the mailing and must be completed by each person accessing the system to enter and/or certify claim data. Each designated individual that has these access rights must have their own unique MEIS account. Passwords and Logins cannot be used by or passed on to anyone other than the original designee.

If a new MEIS account is required due to staffing changes, the Security Access Form can be printed from the following URL: [www.meis.mde.state.mi.us](http://www.meis.mde.state.mi.us). Starting with Step 3 on the form, follow the instructions to create an account, complete the form and fax it to (517) 373-4022.

For additional information contact Pat Arend at (517) 373-2438 or Ruby Dixon at (517) 373-0420.

## **FOOD SAFETY POSTER AND POCKET CARD**

The USDA FNS is making available a Thermy™ laminated pocket card and a Fight BAC! food safety poster (17x22"). These materials are available for free, while supplies last. Please use the order form attached to this issue of Food Scoop.

The information found on the pocket card is adapted from the USDA, Food Safety Inspection Service Thermy™ Consumer Campaign. This card is designed to introduce Thermy™ to school food service managers and to encourage the use of food thermometers in school food service establishments, while placing emphasis on avoiding the temperature "danger zone".

The information found on the food safety poster is adapted from the Fight BAC!™ Consumer campaign sponsored by the Partnership for Food Safety education, a public/private partnership created to reduce the incidence of food borne illness. These posters can be used as a training tool and as a daily reminder for food service staff, on basic safe food preparation techniques. The back of the poster includes reproducible activity sheets for the classroom, cafeteria and home.

Additionally, in the fall of 1999, "Fight BAC! Laminated Pocket Cards" in both English and Spanish were made available. In the fall of 2000, "Managers Self-Inspection Check List Tear-off tablets" were made available. Copies of both of these publications may also be ordered on the attached order form

## **EXTENDED SCHOOL YEAR PROGRAMS**

If your school district is going to be operating a summer school which is an integral part of the curriculum or an extension of the local educational program, (NOT the Summer Food Service

Program), and plans to participate in and file claims with the School Meals Program, please notify our office **in writing as soon as possible**. The following information is needed by May 10, 2002 at the latest:

- 1. Agreement number and name of school district**
- 2. Type of summer school program operated**
- 3. Meals types served**
- 4. Dates of operation of summer program**
- 5. Number of students enrolled**
- 6. Commodity order (yes or no)**

Let us know if you are going to order commodities for the summer months so that we can notify the warehouse. Prior approval from our office is required for summer deliveries. Upon our notification and approval the warehouse will send order forms for the months of June and July (combined) and August. The forms have to be returned to the warehouse early enough to guarantee on-site delivery. Otherwise, orders will have to be picked up at the warehouse. Send above requested information to:

**Attention Pat Arend:**

**FAX: (517) 373-4022**

**MAIL:** Michigan Department of Education  
Office of School Support Services/Fiscal Reporting



P.O. Box 30008  
Lansing, MI 48909

## **HACCP WORKSHOPS AND REGISTRATION**

Many HACCP workshop sites have been finalized and they are listed as an attachment to this issue of Food Scoop.

Please look through the list of sites and choose a workshop you would like to attend. Please note that the list is not inclusive. We anticipate adding sites in the Grayling, Lansing, South Haven/Kalamazoo and UP area. The workshops are open to Food Service Directors and Single Unit Managers *at no charge*. No CEU's will be offered for this training. Use the attached HACCP registration form to register. You may mail or fax your registration to the MDE office.

The Registration Deadline will be strictly enforced. If your plans change after you register and you are unable to attend, kindly notify our office so we can make the space available to someone else.

This is a great opportunity to learn about HACCP, made possible through support from the National Food Service Management Institute and MDE.

## **MARK YOUR CALENDARS**

The School Meals Unit of MDE is pleased to announce that it will be sponsoring a Summer workshop for *Single Unit Managers and Head Cooks* in June. The workshop will be held in two locations, Lansing and Grayling.

The Lansing site workshop will be held on **Tuesday, June 18<sup>th</sup>**.

The Grayling workshop will be held on

**Wednesday, June 19<sup>th</sup>.**

Please plan to attend one of these sites and “***hold the date***”. More information about the agenda, times and speakers will follow.

Mark your calendars now for the *Second Annual Statewide Team Nutrition Workshop* held as a pre-conference session at the *School Food Service Directors Conference* on **October 23**.

The annual conference for School Food Service Directors will be held on **October 23-25, 2002**. Be sure to check future Food Scoop issues for more information.

Also, for the new directors out there - we will be having a *New Director's Workshop* as a pre-conference session at the School Food Service Director's conference on October 22<sup>nd</sup>. More information to follow...

### **STATEWIDE TRAINING PROGRAM UPDATE**

Please be aware that there will not be a separate summer schedule of statewide training classes this year. If you want training in your area this summer, feel free to schedule classes in June and August. They will be published in Food Scoop. Attached is the scheduling form that can be faxed in to our office. If you need help in scheduling, refer to the February issue of Food Scoop and read “How to Host a Class.”

increase sales. For more information visit:  
[http://www.nfsmi.org/Education/Satellite\\_programs.html](http://www.nfsmi.org/Education/Satellite_programs.html)

Elements of Effective Financial Management - May 22 - Teleconference (2:00 - 4:00 p.m. CST) This live, interactive teleconference features experienced panelists in administering financial tools and identifying critical indicators to determine "the financial health" of school food service programs. For more information visit:

[http://www.nfsmi.org/Education/Satellite\\_programs.html](http://www.nfsmi.org/Education/Satellite_programs.html)  
Submit questions in advance to NFSMI ([nfsmi@olemiss.edu](mailto:nfsmi@olemiss.edu)) or Q/A during program.

### **U P C O M I N G S A T E L L I T E TELECONFERENCES**

#### **CHECK YOUR MAIL!**

You were recently mailed a copy of the “Role of Schools in Promoting Healthy Weight” consensus paper. We encourage you to read this paper to see where your food service operation fits in creating healthier school nutrition environments.

<div>April 2002</div> <div>CALENDAR OF EVENTS</div> <div>CHILD NUTRITION PROGRAM</div>		<div>Michigan State Board of Education</div> <div><i>Kathleen N. Straus, President</i></div> <div><i>Sharon L. Gire, Vice President</i></div> <div><i>Michael David Warren Jr., Secretary</i></div> <div><i>Eileen L. Weiser, Treasurer</i></div> <div><i>Marianne Yared McGuire, NASBE Delegate</i></div> <div><i>John C. Austin</i></div> <div><i>Herbert S. Moyer</i></div> <div><i>Sharon Wise</i></div> <div><i>Thomas D. Watkins, Superintendent</i></div> <div><i>Governor John Engler, Ex-Officio</i></div>
April 2002		
10	March Monthly Claim Due	
29	February Monthly Claim Deadline	
May 2002		
10	April Monthly Claim Due	
30	March Monthly Claim Deadline	

WORKSHOP FOR THE YEAR-END COST REPORT FOR  
SCHOOL LUNCH, BREAKFAST, AFTERSCHOOL SNACK  
AND SPECIAL MILK

*Please use the enclosed registration form to make reservations.  
Registrations must be received before April 30, 2002. Low enrollment may  
result in cancellation of a workshop location. If a workshop is cancelled,  
you will be notified by phone or writing before 5/6/02.*

Lansing	<b>May 7, 2002</b> John Hannah Building State Board Room Fourth Floor 608 W. Allegan Lansing	1:30-3:30 p.m.
Grand Rapids	<b>May 8, 2002</b> Kent ISD 2930 Knapp St. NE Grand Rapids	10-12 (NOON)
Indian River	<b>May 9, 2002</b> Cheboygan-Otsego-Presque Isle ISD 6065 Learning Lane Indian River	10-12 (NOON)
Oakland/Macomb/Wayne	<b>May 10, 2002</b> Oakland ISD - Room 335 2100 Pontiac Lake Rd Waterford	1-3 p.m.
Saginaw	<b>May 21, 2002</b> Saginaw ISD 6235 Gratiot Rd Saginaw	10-12(NOON)
Marquette	<b>May 23, 2002</b> Days Inn - Westwood Room 2403 U.S. 41 West Marquette	10-12 (NOON)



# Registration for Year End Workshops

Name: \_\_\_\_\_

Position: \_\_\_\_\_

School District: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Business E-mail Address: \_\_\_\_\_

Location of workshop site that you would like to attend:

9 May 7, 2002	Lansing
9 May 8, 2002	Grand Rapids
9 May 9, 2002	Indian River
9 May 10, 2002	Oakland/Macomb/Wayne
9 May 21, 2002	Saginaw
9 May 23, 2002	Marquette

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**To FAX your registration: 517-373-4022, ATTN: Renee Cratty**

**To mail your registration: Office of School Support Services  
Department of Education  
P.O. Box 30008  
Lansing, MI 48909  
Attn: Renee Cratty**

# STATEWIDE TRAINING CLASS SCHEDULING FORM

CONTACT PERSON INFORMATION	
Today's date:	
Name of Person Requesting Class:	
Name of School:	School Code:
Telephone Number:	
CLASS INFORMATION	
Name of Class:	
Class Dates:	
Class Times:	
Class Location: (Room/Building Address)	
Ship materials to:	
Class Limit:	
Name of Instructor:	
FOR SUMMER USE ONLY . . .	
Contact person's name/telephone:	
Ship materials to:	

*Please fax this form to the MDE office at (517) 373-4022, attention Linda/Jane  
or*

*e-mail it to: [schmittjm@state.mi.us](mailto:schmittjm@state.mi.us) or [bushongl@state.mi.us](mailto:bushongl@state.mi.us)*

*If you do not receive confirmation from our office within 2 business days,  
please follow-up with our office.*

For MDE Only

Class Folder Made ____ Listed in Food Scoop ____ Entered on Master Schedule ____
--

c:\myfiles\forms\schedule.frm

# STATEWIDE TRAINING PROGRAM CLASS SCHEDULE 2002

**NOTE: All registrations must be in the MDE office before the deadline dates --  
registrations received after the deadline dates will be returned!**

## SCHOOL FOOD SERVICE BASICS - 100

**Fee: Member \$18.00 and Non-Member \$25.00**

Location	Dates	Times
Genesee ISD Health & Nutrition Services 5089 Pilgrim Road Flint, MI 48507 <i>Deadline: July 30, 2002</i>	August 14, 15, 2002	8:00 a.m. - 2:30 p.m.

## SANITATION AND FOOD SAFETY - 130

**Fee: Member \$18.00 and Non-Member \$25.00**

Location	Dates	Times
Bangor Township Schools John Glenn H.S. Library 3201 Keisel Road Bay City, MI 48706 <i>Deadline: May 28, 2002</i>	June 11, 12, 2002	8:30 a.m. - 2:30 p.m.
Genesee ISD Health & Nutrition Services 5089 Pilgrim Road Flint, MI 48507 <i>Deadline: July 23, 2002</i>	August 7, 8, 2002	8:00 a.m. - 2:30 p.m.

## SUCCESSFUL COMMUNICATIONS - 140

**Fee: Member \$18.00 and Non-Member \$25.00**

Location	Dates	Times
Genesee ISD Health & Nutrition Services 5089 Pilgrim Road Flint, MI 48507 <i>Deadline: July 16, 2002</i>	August 1, 2, 2002	8:00 a.m. - 2:30 p.m.

**PRINCIPLES OF FOOD PREPARATION - 150****Fee: Member \$18.00 and Non-Member \$25.00*****Prerequisite: Sanitation & Safety - 120 or Sanitation & Food Safety - 130******Please bring a calculator to class.***

<b>Location</b>	<b>Dates</b>	<b>Times</b>
Lapeer East High School Teacher's Lounge 933 South Saginaw St. Lapeer, MI 48446 <i>Deadline: April 11, 2002</i>	April 25, 29, 30, 2002	3:00 p.m. - 6:00 p.m.
Genesee ISD Health & Nutrition Services 5089 Pilgrim Road Flint, MI 48507 <i>Deadline: July 28, 2002</i>	August 12, 13, 2002	8:00 a.m. - 2:30 p.m.

**CATERING - 203****Fee: Member \$15.00 and Non-Member \$18.00*****Prerequisite: Sanitation & Safety - 120 or Sanitation & Food Safety - 130 and Principles of Food Preparation - 150******(If you have completed Principles of Food Preparation - 160 or Healthy Cuisine for Kids - 500, you may substitute one of these for the #150 prerequisite.)***

<b>Location</b>	<b>Dates</b>	<b>Times</b>
L'Anse Creuse Mid. School East Cafeteria 30300 Hickey Road Chesterfield, MI 48051 <i>Deadline: April 16, 2002</i>	August 30, 2002	2:30 p.m. - 5:30 p.m.

**MICHIGAN HEALTHY E.D.G.E. 2001 - 280****Fee: Member \$18.00 and Non-Member \$25.00**

<b>Location</b>	<b>Dates</b>	<b>Times</b>
Corunna High School Cafeteria 417 King Street Corunna, MI 48817 <i>Deadline: April 17, 2002</i>	May 1, 8, 16, 2002	3:00 p.m. - 6:30 p.m.

**COST CONTROL - 440****Fee: \$40.00**

<b>Location</b>	<b>Dates</b>	<b>Times</b>
Livingston ISD 1425 W. Grand River Howell, MI 48843 <i>Deadline: July 29, 2002</i>	August 13, 14, 15, 2002	2:00 p.m. - 6:00 p.m.
Genesee ISD Health & Nutrition Services 5089 Pilgrim Road Flint, MI 48507 <i>Deadline: July 30, 2002</i>	August 14, 15, 2002	8:00 a.m. - 2:30 p.m.

# Statewide Training Program Individual Registration Form

*Use **one form** and **one check** per class.*

<b>CLASS NAME:</b> _____		
<b>CLASS LOCATION:</b> _____		
<b>CLASS DATE(S):</b> _____		
Last Name		
First Name		
Social Security #		
School District Name		District #
Home Address City, Zip		
Telephone Number	Home: (     )                      Work: (     ) <i>NOTE: Please enter home telephone number -- it is virtually impossible to contact individuals of any cancellations through the school district when classes are held, when school is not in session (i.e., summer, inclement weather).</i>	
MSFSA Membership #	Check the type of menu planning method you use: " Food Based - Traditional                      " Nutrient Standard " Food Based - Enhanced                      " Assisted NSMP	\$

<i>Make checks payable to <u>MSFSA</u> and mail to:</i>	<b>Michigan Department of Education</b> <b>Statewide Training Program - School Meals Program</b> <b>P.O. Box 30008, Lansing, MI 48909</b>
<b><i>To complete your registration, we must receive a check or purchase order number by the deadline. You may fax this information to (517) 373-4022.</i></b>	

All registrations are accepted on a first-come, first-served basis. If this class is filled, the registration form and check will be returned to you. **Confirmation letters will NOT be mailed.** Assume that you are registered unless otherwise notified.

For Michigan Department of Education Use Only	Check #	" School "	Amount	\$
		Personal		

[Copy as necessary]

## Statewide Training Program Multi-Registration Form

Use **one form** and **one check** per class.

<b>Class Name:</b> _____ <b>Class Location:</b> _____ <b>Class Date(s):</b> _____					SCHOOL DISTRICT:  PHONE:		DISTRICT NUMBER:
---	--	--	--	--	--------------------------------	--	------------------

Last Name	First Name	Social Security #	Home Telephone #	Home Address (Street, City, Zip)	MSFSA #	Fee Per Student
1						
2						
3						
4						
5						

Check the type of menu planning method you use: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> Food Based - Traditional  <input type="checkbox"/> Food Based - Enhanced         </div> <div> <input type="checkbox"/> Nutrient Standard  <input type="checkbox"/> Assisted NSMP         </div> </div>	
Total the right-hand column and attach a separate check for this amount only. LLLLLLLLLLLLLL	\$

**MSFSA.**

**Make checks payable to**

Make checks payable to MSFSA and mail to:

**Michigan Department of Education**  
**Statewide Training Program - School Meals Program**  
**P.O. Box 30008, Lansing, MI 48909**

**To complete your registration, we must receive a check or purchase order number by the deadline.**  
**You may fax this information to (517) 373-4022.**

All registrations are accepted on a first-come, first-served basis. If this class is filled, the registration form and check will be returned to you. **Confirmation letters will NOT be mailed.** Assume that you are registered unless otherwise notified.

For Michigan Department of Education Use Only	Check #	“ School “ Personal	Amount	\$
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[Copy as necessary]

## Locations of HACCP Training

Location	Date	Time	Registration Deadline
Mason-Lake ISD (Ludington)	Thursday, April 18	1:00 pm - 4:00 pm	April 11
Genesee ISD (Howell)	Tuesday, May 14	8:00 am - 11:00 am	April 23
Livingston Education Service Agency (Howell)	Wednesday, May 29	9:00 am - 12:00 noon	May 8
Lenawee	Monday, June 3	2:00 pm - 5:00 pm	May 13
Wayne County RESA (Wayne)	Wednesday, June 5	9:00 am - 12:00 noon	May 15
Alpena	Friday, June 14	TBD	May 24
Oakland ISD	Thursday, June 13	1:00 pm - 4:00 pm	May 23
GRPS Food & Nutrition Center (Grand Rapids)	Tuesday, June 18	TBD	May 28
Wayne County RESA (Wayne)	Tuesday, June 25	9:00 am - 12:00 noon	June 4
Oceana ISD (Hart)	Monday, August 5	8:00 am - 12:00 noon	July 15
GRPS Food & Nutrition Center (Grand Rapids)	Tuesday, August 13	TBD	July 23
Macomb ISD	Friday, August 16	1:00 pm - 4:00 pm	July 26

**NOTE:** There will be other sites/locations for HACCP Training. The above listing is not all inclusive. As sites are added, they will be published in the Food Scoop. We are anticipating workshop sites in Grayling, South Haven/Kalamazoo, Lansing, and U.P.

HACCP training is available to all Food Service Directors and Single Unit Managers *at no charge*. No CEU's will be offered for this training. Please use the attached form to register.

# Registration for HACCP Training

Name: \_\_\_\_\_

Position: \_\_\_\_\_

School District: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Business Phone #: \_\_\_\_\_

Business E-mail Address: \_\_\_\_\_

Location of HACCP Training site that you would like to attend:

\_\_\_\_\_

Please provide the following:

Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Home E-mail Address: \_\_\_\_\_

Please circle the best method to reach you during the summer:

*Home Phone*

*Home Mail*

*Home E-mail*

MDE will send a confirmation of training for the site you chose via a letter by mail if no e-mail address is provided. Exact addresses of the site locations will be sent to each participant.

This training is provided at *no charge*. Each participant will receive a HACCP manual at the training.

Need further information? Please call Renee Cratty at 517/373-8642

To FAX your registration: 517-373-4022, ATTN: Renee Cratty

To mail your registration: ATTN: Renee Cratty  
Office of School Support Services  
Department of Education

**P.O. Box 30008**  
**Lansing, MI 48909**